

## Private School Fact Sheet – Key Information Due Dates

\* Please note these starred dates will adjust each year.

Where Field Services Branch is identified, please submit the information to Zone 1, 2/3, 4, 5 or 6, depending on the location of your private school.

Due Date (Approx.) *	Activity	Submit to:	Registered	Accredited	Accredited Funded
Sept. 19	Certificated teaching staff information	Professional Standards Branch		✓	✓
	Timetable	School Accreditation and Disputes Resolution Branch		✓	✓
Sept. 30	Certified Personnel Records	Professional Standards Branch		✓	✓
Oct. 5 *	Student Registration based on Sept 30 Count Files due to Alberta Education 3 business days after count	Client Relationship Services	✓	✓	✓
Nov. 30	Annual Education Results Report (AERR). –not needed in 1 <sup>st</sup> year of operation	Field Services Branch			✓
	Audited Financial Statements along with the Auditor’s Report, Notes to the Financial Statements, Management Letter, and Independence Letter.	Financial Reporting and Accountability			✓

<b>Due Date (Approx.) *</b>	<b>Activity</b>	<b>Submit to:</b>	<b>Registered</b>	<b>Accredited</b>	<b>Accredited Funded</b>
Dec. 19*	Program Unit Funding applications for ECS children whose programs started in the fall	Early Learning Branch			✓
March 4*	Student registration based on March 1 count, grades 1 – 12. Files due to Alberta Education 3 business days after count	Client Relationship Services	✓	✓	✓
April 1*	Program Unit Funding applications for children registered or identified after Dec. 19	Early Learning Branch			✓
April 30	<i>Notice of Intent</i> form	School Accreditation and Disputes Resolution Branch	✓	✓	✓
May 31	Budget Report	Financial Reporting and Accountability			✓
June 30	Three-Year Education Plan	Field Services Branch			✓